

Self Service “My Biz” Module I, Chapter 2 Accessing My Information


Introduction

The Self Service Employee “My Biz” provides employees the ability to log into DCPDS and view their employment-related information. The following pages provide a brief overview of the new functionality.

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View My Information

The  [My Information](#) function will allow employees to view their employee related information.

General Information

Displays a summary of the employee's current position information. This information is viewable from any tab selected.



Department of Defense

GENERAL INFO: The information is current as of today's date.

Organization	AF AUDIT AGENCY AF06AU06F4Q701	Job Title	Auditing (0511)
Position	.SUPV AUDITOR. .AF06.APPR	Grade/Pay Band	YC-02
Total Salary	103,435.00 USD	Step or Rate	00
Email Address	firstname.lastname@army.mil	Office Symbol	AFAA14

Figure 1

Show/Hide Information

→ Show

Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
 Show	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Jun-2005

Figure 2

A “Show” folder will be displayed when there is additional information available for display. Click the “+” sign to open the folder and view the additional data elements.

→ Hide


Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
 Hide	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Jun-2005
<div style="display: flex; justify-content: space-between;"> <div> Date Effective 01-Jun-2005 Date Initial Appraisal Due Organization Structure ID SPR Pay Plan/Pay Schedule GS Optional Information 898988888 </div> <div> Date Due 31-Mar-2005 Unit AU06F4Q7 Office Symbol AFAA14 Grade/Pay Band 14 </div> </div>				

Figure 3

Once you finish viewing the information, click the “-” sign to close the folder.

Information Tabs - The following is a list of the Tabs and information available under each.

Appointment Tab contains current appointment information.

Appointment				Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.									
Details Effective Date				Job	Grade/Pay Band		Step or Rate		
▼ Hide 05-Dec-2006				Auditing (0511)	YC-02		00		
<div>Employment</div> Work Schedule F - Full-Time Pay Rate Determinant 0 - Regular Rate WGI Pay Date Key Emergency Essential Empl Not Assigned to Key Emergency Annuitant Indicator 9 - Not Applicable Assignment NTE Start Date Leave Without Pay Start Date Sabbatical Start Date Email Address jane.doe@army.mil				Part-Time Hours Biweekly WGI Due Date Last Equivalent Increase 24-Aug-2006 Tenure 1 - Permanent - Tenure Group 1 Date Arrived Personnel Office Assignment NTE Date Leave Without Pay End Date Sabbatical End Date					

Figure 4

Position Tab contains the employee's position information.

Appointment		Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
▶ Show	24-Aug-2006	123456 SUPV AUDITOR. 111111	AF06 APPR AF AUDIT AGENCY AF06AU06F4Q701	YC-02	Auditing (0511)	YC-02	AFAA14
▶ Show	05-Oct-2003	234555 .SUPERVISORY AUDITOR. 222222	AF06 APPR AF AUDIT AGENCY AF06AU06F4Q701	GS-14	Auditing (0511)	GS-14	AFAA14
Language Details							
Language Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency		
No data exists.							

Figure 5

Personal Tab contains employee specific information.

Appointment		Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.							
Details As Of Effective Date							
▼ Hide 18-Oct-2006							
SCD Leave		27-Jun-1976	Social Security Number		123-45-6789		
Date Of Birth		26-Nov-1950	Gender		M		
Race or National Origin		E - White, not of Hispanic origin	Handicap		84 - Diabetes		
Citizenship		1 - U.S. Citizen, includes U.S. Nationals	Date Last Promotion		05-Oct-2003		
Agency Code Transfer From		Y - Yes	Veterans Preference		2 - 5-Point		
Veterans Preference for RIF		Y - Yes	Veterans Status		V - Vietnam-Era Veteran		
Email Address		jane.doe@army.mil	Appointment Type		1A - Competitive - Career		
Current Appointment Authority (1)		AYM	Current Appointment Authority (2)		SCD Civilian		
Previous Retirement Coverage		Never Covered	SCD Retirement		19-Jan-1988		
SCD RIF		27-Jun-1976	Military Recall Status		Y - Not Applicable		
Reserve Category		IRR - Air Force	Uniform Service Component		Retirement Grade		
Date Retired Uniform Service			Exception Retirement Pay Ind		Frozen Service		
Uniform Service Designation			Date Conversion Career Due		1106		
Military Retirement Waiver Ind			Date Recmd Conversion Due		Date Prob/Trial Period Begins		
Creditable Military Service		1106	Ethnicity And Race		Hispanic-White		
Date Conversion Career Begins			SCD SES				
Date Recmd Conversion Due							
Date VRA Conversion Due							
Date Prob/Trial Period Ends							
SCD Special Retirement							

Figure 6

Salary Tab contains the employee's pay related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
<div> <div>Previous</div> <div>1-1</div> <div>Next 1</div> </div>						
Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay
Hide	01-Oct-2006	88,165.00	15,429.00	103,594.00	0.00	103,594.00
<div> <div>AUO</div> <div>AUO Premium Pay Indicator</div> <div>Availability Pay</div> <div>Availability Pay Premium Pay Indicator</div> <div>Retention Allowance</div> <div>Retention Allowance Percentage</div> <div>Supervisory Differential</div> </div>						

Figure 7

Benefits Tab contains the employee's benefits related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
<div> <div>Previous</div> <div>1-1</div> <div>Next 1</div> </div>						
<div> <div>FEGLI</div> <div>Start Date</div> <div>Basic only</div> <div>06-May-2001</div> </div>						
<div> <div>TIP OPM is in the process of changing the current Health Plan 3-digit code to a 7-digit code; therefore, if you selected a 3-digit code Health Plan, the text ap in the Enrollment column below may not be accurate. All Health Plan enrollment text changes will be included in Self Service once OPMs conversion is complete.</div> <div>Health Benefits</div> <div>Details</div> <div>Start Date</div> <div>Health Plan</div> <div>Enrollment</div> <div>Premium Conversion</div> <div>Show</div> <div>08-Jan-2006</div> <div>MD-IPA (JP)</div> <div>Self & Family High Option, or Self & Family (no options) (2)</div> <div>Pre Tax</div> </div>						
<div> <div>Thrift Saving Plan</div> <div>Details</div> <div>Start Date</div> <div>Amount</div> <div>Rate</div> <div>Status</div> <div>Status Date</div> <div>Show</div> <div>19-Mar-2006</div> <div>585.00</div> <div></div> <div>Y - Elected To Contribute</div> <div>14-Jul-1991</div> </div>						
<div> <div>TSP Catch Up Contribution</div> <div>Start Date</div> <div>End Date</div> <div>Catch Up Amount</div> <div>08-Jan-2006</div> <div>23-Dec-2006</div> <div>250.00</div> <div>12-Jun-2005</div> <div>24-Dec-2005</div> <div>1,000.00</div> <div>16-May-2004</div> <div>25-Dec-2004</div> <div>1,000.00</div> </div>						
<div> <div>Retirement Plan</div> <div>Start Date</div> <div>Retirement Plan</div> <div>FERS Coverage</div> <div>06-May-2001</div> <div>K - FERS and FICA</div> <div>A - Automatically Covered By FERS</div> </div>						

Figure 8

Awards and Bonuses Tab displays the employee's award or bonus information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
<div> <div>Previous</div> <div>1-10</div> <div>Next 1</div> </div>						
<div> <div>Award Details</div> <div>Date Award Earned</div> <div>Award Type</div> <div>Amount or Hours</div> <div>Award Percentage</div> <div>Award Agency</div> <div>03-Feb-2006</div> <div>Time Off Award</div> <div>9</div> <div></div> <div>Department of the Air Force</div> <div>01-Jun-2005</div> <div>Performance Award</div> <div>2000</div> <div></div> <div>Department of the Air Force</div> <div>11-Dec-2003</div> <div>Staff and Staff Team</div> <div></div> <div></div> <div>Department of the Air Force</div> <div>07-Feb-2005</div> <div>Time Off Award</div> <div>9</div> <div></div> <div>Department of the Air Force</div> <div>23-Dec-2003</div> <div>Time Off Award</div> <div>9</div> <div></div> <div>Department of the Air Force</div> <div>03-Nov-2003</div> <div>Notable Achievement Award</div> <div>500</div> <div></div> <div>Department of the Air Force</div> <div>01-Jun-2003</div> <div>Performance Award</div> <div>1600</div> <div></div> <div>Department of the Air Force</div> <div>06-Jan-2003</div> <div>Time Off Award</div> <div>9</div> <div></div> <div>Department of the Air Force</div> <div>01-Jun-2002</div> <div>Performance Award</div> <div>1600</div> <div></div> <div>Department of the Air Force</div> </div>						

Figure 9

Performance Tab displays the employee's performance appraisal information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	
The following section displays detailed historical information through today's date.							
Details	Appraisal Start Date	Appraisal Type	Rating of Record				Date Effective
▶ Show	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	31-Mar-2004	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	31-Mar-2003	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	31-Mar-2002	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	01-Jun-2001	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	01-Jun-2000	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-20
▶ Show	01-Jun-1999	Annual Appraisal	Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv				01-Jun-19
▶ Show	01-Jun-1998	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv				01-Jun-19
▶ Show	01-Jun-1997	Annual Appraisal	Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv				01-Jun-19
▶ Show	01-Sep-1996	Annual Appraisal	Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv				01-Sep-19

Figure 10